



COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

TITLE: MAINTENANCE AND CARE OF DEPARTMENT VEHICLES AND EQUIPMENT	GENERAL ORDER NUMBER: 601
REFERENCES:	EFFECTIVE DATE: 06/01/2016
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The purpose of this General Order is to have all police equipment in the best possible condition at all times, and to maintain records of all equipment breakdown and repairs.

601:1 Squad Car Equipment

601:11 Replenishing of Equipment

When it is necessary to use equipment carried in the car such as a fire extinguisher, first aid equipment, etc., it must be replenished. If this cannot be done, a request shall be made to the shift supervisor.

601:12 Checking Equipment Before Going On Duty

An officer's assigned squad car and all equipment assigned to a patrol vehicle shall be checked before going on duty. The officer on duty shall be held responsible for any equipment found missing or not in operating condition. If equipment is found not in operating order or is missing, the supervisor shall be notified immediately. If no supervisor is on duty, a service request is to be made.

601:2 Squad Car Repairs

601:21 Repair Slips

Mechanical Repair slips shall be made and delivered to the shop when a squad needs repair.

601:211

If a squad is deadlined at the City garage, one (1) slip shall be left with the car under a windshield wiper blade, and the second one in the assigned squad repair box next to the mailboxes.

601:212

Repair for squads should be also posted on the roll call room board to avoid duplicated repair slips.

601:22 Emergency Repairs

Emergency squad repairs made during normal working hours may be brought directly to the garage. If a sergeant is working, the officer assigned to the squad needing repairs must notify the shift supervisor of the problem.

601:23 Squads Serviced at other than City Garage

Squad keys, caddy, rifle, pelican case shall be removed from the squad if it is serviced anywhere other than the City garage and placed in a secure storage location.

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601:3 Squad Car Care

601:31 Daily Inspections for Damage

Each officer shall inspect their assigned squad car for damage, inside and outside, at the beginning and end of each shift.

601:311

If damage is noted, the officer shall immediately notify the shift supervisor of the damage.

601:32 Refill Gas Tanks

All officers shall refill their gas tanks on each shift.

601:33 Clean Squads

Officers shall clean out all miscellaneous loose papers and other items from their vehicle prior to going off their shift

601:4 Damage Reporting

601:41 Reporting Squad Car Damage

If no previous report of damage has been made, the officer discovering the damage shall do a police report. The shift supervisor shall note the damage on a supervisor's report of significant event. If there is no shift supervisor, the senior officer shall act in his or her place.

601:42 Damage to Any City-Owned Property

Any damage that occurs to any piece of City-owned property during an employee's shift shall be reported immediately to a supervisor, and a police report shall be filed.

601:5 Portable Radios

601:51 All Sworn Officers

All sworn officers shall be issued a portable radio, one battery, and a charger unit.

601:511

The radio, charger, and batteries are marked with the officer's radio unit number for easy identification.

601:512

The charger shall be kept in the officer's locker when not in use. Each officer shall report to work with a fully charged battery.

601:513

Uniformed officers shall carry their issued portable radio when on duty

601:514

Off-duty officers may only have their portable radios in possession when traveling to and from work.

601:52 Reserves

601:521

Reserves portable radios shall be kept in a designated charging area and returned after each shift.

601:6 Responsibility

601:61 Issued Radio and Equipment

Each officer shall be responsible for maintaining the issued radio and equipment, and shall bring the radio with them when reporting for duty.

601:62 Reporting Equipment Malfunctions or Mechanical Problems

It is the responsibility of each officer to report any equipment malfunctions or mechanical problems of police equipment prior to the end of their assigned shift.

601:63 Repairs and Replacement

The supervisors shall be responsible for the repairs and replacement of all portable equipment, recorders, batteries, and charger units maintained and owned by the Department.

BY ORDER OF:

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Scott Nadeau, Chief of Police

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